

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
BOCC CONF. ROOM  
REGULAR MEETING**

**MONDAY**

**9:00 A.M.**

**AUGUST 8, 2022**

Board members present: Chairman Laura Osiadacz; Vice-Chairman Cory Wright. Excused: Commissioner Brett Wachsmith.

Others: Mandy Buchholz, Administrative Supervisor; Julie Kjorsvik, Clerk of the Board; Emily Smith, Administrative Assistant.

**REGULAR MEETING**

**OFFICE STAFF MEETING**

**COMMISSIONERS**

At 9:00 a.m. Chairman Osiadacz opened the Office Administration meeting.

**CALENDAR**

**WEEK AT A GLANCE**

**COMMISSIONERS**

The Board of County Commissioners reviewed their weekly calendar.

**PAF/VOUCHERS**

**REVIEW OF PAF'S & VOUCHERS**

**COMMISSIONERS**

The Board of County Commissioners approved and signed County Employee Personnel Action Forms and Vouchers.

**CORRESPONDENCE LOG**

**REVIEW OF CORRESPONDENCE LOG**

**COMMISSIONERS**

The Board of County Commissioners reviewed the weekly Correspondence Log, a listing of all incoming mail and correspondence for the week ending August 5, 2022.

**RATIFY**

**AUDITOR SIGNATURE AUTH FORM**

**HUMAN RESOURCES**

Chairman Osiadacz moved to approve and ratify Vice-Chair signature on the County Auditor Signature Authorization Form for Human Resources signatory authority. Vice-Chairman Wright seconded. Motion carried. 2-0.

**DISCUSSION**

**INTERIM HR DIRECTOR**

**COMMISSIONERS**

The Board directed Staff to prepare a PAF for Jeanne Killgore, HR Rep., appointing her as the interim HR Director, effective immediately. Chairman Osiadacz stated that she would notify the County Mgmt. Team via email by end of business today.

**RATIFY**

**RENTAL AGREEMENT - UNIT #28**

**COMMISSIONERS**

Vice-Chairman Wright moved to approve and ratify Chair signature on

a Rental Agreement between Kittitas County and Shady Acres Unit #28. Chairman Osiadacz seconded. Motion carried 2-0.

**EXECUTIVE**

**COMMISSIONERS**

At 9:28 a.m. Chairman Osiadacz announced the Board would recess into an Executive Session for 15 minutes to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public. No action anticipated.

At 9:43 a.m. the Board reconvened out of Executive Session. No action was taken.

**DISCUSSION**

**FACEBOOK WEEKLY POSTS**

**COMMISSIONERS**

The Board determined that for the week of August 8, 2022, they would share updates from the Sheriff's Office on the Cow Canyon Fire Update and a "Thank you" to the first responders.

**UPDATE**

**BOCC/ DEPARTMENT HEAD REPORTS**

**COMMISSIONERS**

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis for the year. The assignments for 2022 were determined at the Board of County Commissioners Office Admin meeting earlier on and they will continue to provide updates at future meetings.

Each Commissioner reviewed discussions held with their respective departments and exchanged details of those meetings.

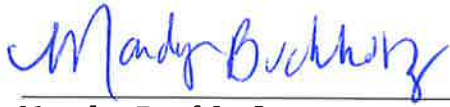
**OTHER BUSINESS/GENERAL UPDATES**

There were general updates on meetings & conversations that the Board participated in, individually over the past week.

Mandy Buchholz, Administrative Supervisor requested Board direction on behalf of Jeanne Killgore, Interim HR Director. She requested the Board to give direction on if they would like to offer the Airport Director candidate the position. If so what offer wage, start date and who the mentor would be. The Board stated they would like to offer the position, start as soon as they can and to start at the minimum of the wage range with potential to give an increase after probation is up and stated the Director Cook would be the Mentor.

Meeting concluded at 9:55 a.m.

**ADMINISTRATIVE SUPERVISOR**



**Mandy Buchholz**

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**



**Laura Osiadacz, Chairman**